



The City Beautiful

City of Coral Gables Job Description

Job Title: Clerical Assistant II
Department: Public Works
Classification: 0012
Pay grade: 13C
FLSA: Non-Exempt

Prepared Date: 10/2013
Approved By: Elsa I. Jaramillo-Velez
Patrick G. Salerno



Summary

Performs advanced and technical clerical support for the department. Responsible for all office functions including but not limited to: entering/closing customer requests, answering phones, responding to routine inquiries, preparing and distributing correspondence, maintaining records, processing invoices/requisitions. Extensive public contact with business owners, the general public and other City departments. Work is assigned and reviewed under the general guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification

All data entry and reporting based on established procedures, data entry and record management for all invoice payments for the Department.

Process requisitions/invoices and maintains records.

Prepare, maintains and distributes reports to supervisors.

Customer service, data entry of citizen's requests and forwards them to the appropriate division or department for action, processes and distributes correspondence, provides reports as needed.

Attends Board meetings and assists in the preparation of minutes.

Handles incoming calls, types various documents, uses copy machine and supports other staff members as needed.

Knowledge, Skills, and Abilities

General knowledge of the principles, practices, and techniques of Public Works. Knowledge of computer operating systems to include accounting/financial software, word processing, spread sheets, and various in-house related computer programs. Knowledge of departmental policies and procedures. Ability to read and interpret financial reports. Ability to conduct research, compile and analyze data. Ability to operate computers and other office equipment. Ability to accurately type 35 words per minute. Ability to communicate effectively with co-workers, management, City Officials and the public. Ability to establish and maintain effective working relationships.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or GED.

Minimum three years progressively responsible technical, advanced clerical experience required.

A comparable amount of training or experience may be substituted for the minimum education requirement.